OPINS & FORMAN

USERS GUIDE

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These procedures will allow the Career Counselor to access the OPINS, LOPG & MLS systems. This will give "real time" access to the Enlisted Master File, allow direct input of SRB requests, Fleet Reserve Applications, viewing of PSR info, evals, CSB / REDUX elections, and many other areas of the enlisted Master File.

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To obtain access to this system, follow these steps.

1. Your user ID will be BCxxxxx (xxxxx is your UIC) Obtain your UIC specific password from the FORMAN users help desk by printing and filling out the access request form (DISA FORM 41). **Fax the completed form to Millie Price or Gus Cleckley at: DSN 227-1643.** After the form has ben faxed **Call: Steve at: DSN: 224-5755** COMM: 703-614-5775 to get your password. You will be prompted to change this password at the first log on.

2. Email p333b@persnet.navy.mil to obtain a source code and password for OPINS. (this is a separate password from the one obtained above.)

3. Download "export.zip" from the Retention Center Online at

   http://www02.clf.navy.mil/retcen/

"counselors corner," "downloads," "computer applications."

4. Create a directory on your hard drive, name it **OPINS**.

5. Click on "Export.zip" this will launch the winzip utility which will decompress the file.

6. Select "actions" click "select all".

7. Make sure to specify the directory you just created in the "extract to:" box.

8. Click "extract".

9. Go to Opins directory, Right click "qws3270.exe", select "Create shortcut". Drag the shortcut to the desktop.

   10. **Call: DSN: 224-5755** COMM: 703-614-5775 if you have any problems gaining access.

FORMAN OPINS INSTRUCTIONS

Note: read to end and UTILIZE logoff procedures

1. Launch "QWS3270"
2. Type: "**TC"** press "ENTER**"**
3. "LOGINID" type "BCxxxxx", press "TAB" (xxxxx is your UIC)
4. "Password" type current password, press "ENTER"
5. Menu will appear, select "Clev Prod CICS Rg"

```
 Actions  Options  Commands  Features  Help
 --------------------------------------------------------------------------
 KLSVSEL1              CL/SUPERSESSION        Main Menu        More:

 Select sessions with a "/" or an action code.

   Session ID    Description                        Type    Status
   ----------    ------------------------------     --------  ------------
   ACNCIP01    P2 DOMAIN   - Clev Prod CICS Rg     Multi
   ACNTSP01    P2 DOMAIN   - TSO                    Multi
   ACNCIP17    P2 DOMAIN   - NAVY PROD EAIS CI      Multi
   ACNCIP27    P2 DOMAIN   - NAVY PROD CONTROL      Multi
   SSMENU      JACKSONVILLE/SAN ANTONIO MENU        Multi
```

6. Press "ENTER"
7. "LOGINID" type "BCxxxxx", press "TAB" (BCxxxxx is your UIC)
8. "Password" type current password, press "ENTER"
9. At next screen, type "OPINS"
10. Source Code: **"xx"** Password: **"xxxx"**, press "ENTER" (these are obtained via e-mail to PERS-333 at address listed on preceding page)

Tab to upper left corner of screen to input transport code. (**you must Tab to this position**, commands will only be recognized from the home position, **if you are one space off, nothing will happen**.)

Hint: Use Shift+Tab to tab back to this position to keep from cycling through the entire document.

The following transport codes are used for submission of SRB, Fleet Reserve/Retirement, ENCORE:

UN1 - Basic data screen   Update ENCORE/Request Data

UN2 - Eligibility screen   Update Eligibility/Request Data

UN3 - Evaluation screen   ENCORE Update Evaluation Data

UN4 - Comments screen   ENCORE Update comments

UNA - Update program/Request data screen

UNC - Update program/Request data screen

UZ1 - SRB request DATA INPUT screen (use this code for initial input or changes)

UZ4 - SRB request COMMENTS screen (use this code for extension data or any other
                                                comments data input)

I31 - Navy Enlisted Personnel Data (Enlisted Master File)

I36 - Message history screen (use for getting message DTG for ENCORE and Fleet Reserve/Retirement)

I51 - SRB request STATUS screen (use this code for SRB dollar amounts and 3060
                                                blurb)

I52 - SRB request MESSAGE HISTORY screen (use this screen for message history)

I53 - SRB request MMPA screen (zone and extension data)

UN5 - Extension Request

HZL- SRB Simulation input (Use this screen to enter various SRB scenarios)

HZ9- SRB Simulation output

UNK- CSB / REDUX election screen

I44 - CSB / REDUX status display screen

ENLISTED MASTER FILE DATA

(This is real-time access to the EMF)

- **I31** Enlisted Master File (Brief)

```
OPINS FORMAN PERSONNEL DATA - ENLISTED MASTER RECORD (I31)  04/19/00 13:04:34

                          SSN:
                         NAME:

SCIND: XFXXX        ORDERS: Y        PEBD: 860522   PROS RATE:
SEX: M              BRANCH: 11       ADSD: 860522   PRES RATE: ET1   990616
RACE: C             SPI-TAR:          CED: 971031   PREV RATE: ET2   940216
ETHNIC: Y           TAR/TEMAC: N     EAOS: 001030   NECS(1/3): 1413  9527
CITZ: CA             #ENL: 3        SEAOS: 001030   NECS(2/4): 1425
SCTY: V  C          TOT EXT: 000     EREN:          NECS(D/5): 1413
DOB: 660712         SCHOOL:          EDLN:
#DEP: 0             OTH EXT:      ON BOARD: 63042  NAS LEMOORE CA
DESIG:              OP EXT:           PSD:          PRD: 0101  BA
LIMDU:              RADO MOS:        RECD: 980103   ASGN REA: YYY
EMC: B420 E6        LOSTTIME:         MOS: 00       SHDCD: 9408
                    ACC: 100    TYPE DUTY: 1
                    FLAGS:      MULTI USE:

 SRB: ETSW          DT: 9004         AFQT: 85
 ASVAB: 13B  GSC: 64  ARR: 57  WOR: 60  PAR: 61  NUM: 59  COD: 61  NFQT: 00
            ASI: 61  MAT: 67  MEC: 59  ELI: 65  VER: 61      DLAB:

TO CONTINUE ENTER NEW SSN OF MEMBER
```

CSB / REDUX ELECTION (Used from data provided by the CCD Web site)

The Career Status Bonus screen is reached by entering **UNK** in the upper left corner of the OPINS Main Menu screen. If you wish to use the menu screens, enter A, and then enter K.

♦ **NK SCREEN**


```
              FORMAN CAREER STATUS BONUS SCREEN (UNK)        07/11/01
                                                             13:52:13
                       SSN:  _
                       NAME:

FORMAN REQUEST INDICATOR:    (K=CSB)       CANCEL REQUEST INDICATOR:

ELIGIBILITY CODE:    (R=Retainable, H=Held, or N=Ineligible)

ELECTION CODE   :    (Y=Yes, N=No, or Space)

MEMBER'S SIGNATURE DT:
ELECTION EFFECTIVE DT:

To blank out data in the above 3 fields, use slashes.

DISPLAY ONLY:
RETIRED PAY INDICATOR (RPI):                     DIEMS:
RANK/GRADE:                              ADBD/ADSD:
SEPARATION CODE (SPD):           DATE OF SEPARATION:
NOTIFICATION DTG:                 FOLLOW-UP MSG DTG:

PLEASE ENTER SSN/NAME OF OFFICER AND DEPRESS ENTER.
```

We have also added Inquiry Screen I44 for displaying the Career Status Bonus data. You may enter I44 in the upper left corner of the screen, or if you wish to use the menu screens, enter A, then enter 1, and then enter 44.

The five categories below are the only valid input combinations of NK Tac data - online and batch.

1. HELD IN ABEYANCE

      ELIGIBILITY CODE : H (REQUIRED)
      MEMBER'S SIGNATURE DT : YYMMDD (OPTIONAL)
      FROM SECTION II BLOCK 8

2. INELIGIBLE

      ELIGIBILITY CODE : N (REQUIRED)
      MEMBER'S SIGNATURE DT : YYMMDD (REQUIRED)
      FROM SECTION III BLOCK 10B

3. RETAINABLE ELECTING CSB/REDUX

      ELIGIBILITY CODE : R (REQUIRED)
      ELECTION CODE : Y (REQUIRED)
      MEMBER'S SIGNATURE DT : YYMMDD (REQUIRED)
      FROM SECTION IV BLOCK 12B
      ELECTION EFFECTIVE DT : YYMMDD (REQUIRED)
      FROM SECTION VI BLOCK 16

4. RETAINABLE ELECTING TO REMAIN UNDER HIGH THREE

      ELIGIBILITY CODE : R (REQUIRED)
      ELECTION CODE : N (REQUIRED)
      MEMBER'S SIGNATURE DT : YYMMDD (REQUIRED)
      FROM SECTION V BLOCK 14B

5. RETAINABLE PARTIAL

      ELIGIBILITY CODE : R (REQUIRED)

If a field is not mentioned, it is REQUIRED to have BLANKS / SPACES (or SLASHES, as explained next). The screen is pre-filled with the current data (if any) from the member's Career Status Bonus record. If the member's CCC/Administrative Officer is changing the data, the input data must reflect the new choice and be one of the five valid combinations of data for that new choice. If there is data from a prior election, which is not pertinent to the new choice, replace the data with SLASHES to indicate the deletion of the old data. The fifth choice is optional. The Reporting Senior determines that the member is Retainable, but a Career Status Bonus decision has not been made by the member. Therefore, the 'R' with no other data may be sent on the NK Tac as an indication that the Notification Message was received, the member has been determined to be Retainable, and a Career Status Bonus decision is pending.
At the bottom of the screen, two lines are available for Messages. All Error Messages must be resolved, and the data corrected. Look for the Successful Update Message to indicate that the NK Transaction is finished and the FORMAN database is updated. When appropriate, a FID will be created and sent to DFAS during the next nightly FORMAN production run. A member may only make his/her election and changes to the election during the 6 month Open Season Window (6 months prior to the 15th anniversary of the member's ADBD/ADSD). Beyond the Open Season Window, an Error Message will be given to contact PERS-333 / PPAC in Millington for clarification and approval/disapproval.

SRB

I recommend you pull up an I31 screen prior to submitting request to ensure the data you input matches the Enlisted Master File

- This gouge is designed to be used with a completed worksheet

- There are two (2) transport codes required for SRB request submissions:

```
OPINS FORMAN SRB REQUEST DATA (UZ1)        04/19/00 12:59:54

                              SSN:
                              NAME:
                 TYPE OF REQUEST:     (1AA, 1BB, 1CC, 1EE, or 1RR)


FORMAN PROGRAM: Z (SRB-ONLY)                    DTG:
REQUESTING UIC:                REENLISTMENT DATE:
                                       REENL TERM:
RATE/NEC:                  CONSUB/NUC INOP EXT:
SEPARATION PAYGRADE: E          OTH INOP EXT:
                                EAOS ON REENL DT:


CONVERSION APPROVED:
   CONV APPROVAL DTG:
                 CED:

  CANCEL SRB REQUEST: N

TRANSFER TO UN6 SCREEN FOR PROCESSING OF LUMP SUM LEAVE.

 PLEASE ENTER DESIRED CHANGES AND DEPRESS ENTER.
```

- **UZ1**   SRB data screen

SSN:	Enter members Social Security Number (Do not use "-")
NAME:	Enter first four (4) characters of Last name
TYPE OF REQUEST:	1AA for continuous service
	1BB for broken service
	1CC for canx of inop extention
	1EE for extentions
	1RR for TAR
FORMAN PROGRAM:	Leave Blank
DTG:	Leave Blank
REQUESTING UIC:	43077 (If supported by PSD)
REENLISTMENT DATE:	Enter date reenlisting YYMMDD
REENL TERM:	Enter length of reenlistment in months MM
RATE/NEC:	Enter Rate or NEC requesting SRB for

CONSUB/NUC INOP EXT: Enter any CONSUB/NUC inoperative extension
SEPARATION PAYGRADE: Enter members actual Pay Grade (not "Frocked")
OTH INOP EXT: Enter any inoperative extension
EAOS ON REENL DT: Enter EAOS minus any inoperative extension
CONVERSION APPROVED: Leave Blank
CONV APPROVAL DTG: Leave Blank
CED: Leave Blank
CANCEL SRB REQUEST: Y or N   (If initial submission leave N for NO)

```
SRB UPDATE COMMENTS (UZ4)           04/19/00 13:00:28


          SSN:
          NAME:


 CO COMMENTS:     (FOUR LINES AVAILABLE FOR COMMENTS)



 PLEASE ENTER DESIRED CHANGES AND DEPRESS ENTER.
```

- **UZ4**   SRB comments screen

   SSN: Already filled
   NAME: Already filled
   CO COMMENTS: Only four (4) lines available for comments.

   Extensions: Include length, narrative reason, authority, execution date
                     (operative if currently on active extension).
   ENCORE: Include DTG of ENCORE approval.
   Early REENL: If reenlisting to OBLISERV for PCS orders include TC number.

- **I51** SRB Inquiry Screen

```
OPINS FORMAN SRB INQUIRY   (I51)           04/19/00 13:01:38


          SSN:
          NAME:
 FORMAN PROGRAM: Z       STATUS: REC: 0  TAC: A G      PREV REQ: N
 REQUESTING UIC: 43077   PRES RATE: ET1   990616       MULTI USE:
 REQUEST TYPE: 1AA       PROS RATE:                    BRCL: 11
 RATE / NEC: ETSW        NECS(1/3): 1413  9527         DESIG:
 DISCH PG: E6            NECS(2/4): 1425               PG: E6
 CONV DT:                IN RT NEC: 1419               EAOS: 001030
 EAOS ON REENL: 001030   PRD:                          SEAOS: 001030
 REENL DT: 000504        SCHOOL:                       PEBD: 860522
 REENL TERM: 72          OTH EXT:                      ADSD: 860522
 CONSUB/NUC IN EXT: 00   OP EXT:                       CED: 971031
 OTH INOP EXT: 00        RADO MOS:                     BO EDL DT: 0010
 WAIVER:                 AOSD:       OVRD:             BO GTC: 0680
 ZONE:        OVRD:      AOS:
 AWARD LEVEL:            MSG BLURB CD:
 TOTAL SRB: 00000.00     3060:
 INIT INSTALL: 00000.00
 ANNIV INSTALL: 00000.00
 PROCESS STATUS:    DTG:
```

The block "MSG BLURB CD:" is used by pers-815 when there is a problem with a request to notify the command of the nature of that problem. Explanation of the codes used is in the table below.

CODE	EXPLANATION
305	**NO HOLD NUC NEC** LIASON WITH NUCLEAR COORDINATOR (PERS20) CONFIRMED SNM DOES NOT HOLD REQUESTED NEC.
306	**PCS ORDERS** SNM MUST BE UNDER PCS ORDERS WITH A DETACHMENT MONTH FROM PERMANENT DUTY STAION WITHIN THE SAME FISCAL YEAR OF REENL DATE. SNM MAY REENL UPON RECEIPT OF ORDERS BUT NO LATER THAN DETACHMENT FROM LAST IMMEDIATE DUTY STATION. FOR MBRS WITH PCS ORDERS WITH DETACHMENT MONTH OF OCT OR NOV, MBRS MAY REENL UP TO 2 MOS EARLY REGARDLESS OF FISCAL YEAR CONSTRINTS.
307	**OUTSIDE WINDOW** REENL DOES NOT MEET EARLY REENL CRITERIA OF CURRENT NAVADMIN OR REF B, PARA 5 (E). COMMENCING WITH NAVADMIN 029/93, WAIVERS OF UP TO 5 DAYS OF EARLY REENL CRITERIA WILL BE CONSIDERED BY PERS-20 ON A CASE BY CASE ASIS. CMDS MUST SUBMIT A PLAD MSG TO PERS-255 (FOR PERS-20 CONSIDERATION) STATING THE REASON FOR THE WAIVER, THE REQUESTED REENL DATE AND THE NUMBER OF DAYS TO BE WAIVED.
309	**PASSING THRU ZONE** REENL DATE IS NOT WITHIN THE MONTH OF AND ON OR BEFORE THE DAY SNM PASSES THROUGH ZONE. RESUB SRB PRECERT IN ITS ENTIRETY FOR A REENL DATE NO EARLIER THAN THE FIRST DAY OF THE MONTH BUT NO LATER THAN THE DAY SNM PASSES THOUGH ZONE.
310	**HYT** THE TERM OF REELNLISTMENT EXCEEDS HIGH YEAR TENURE (HYT) IAW OPNAVINST 1160.5C.
312	**CLOSED LOOP NEC** ENLISTED MASTER FILE (EMF) INDICATES SNM IS SERVING IN OR IS UNDER ORDERS TO A CLOSED LOOP NEC AND IS INELIG FOR SRB IN RATING.
313	**ERRON CONV DATE** DFAS CLEVELAND CENTER RECORDS REFLECT AN ERRON CONVERSION DATE ON SNMS MMPA.

314	**VERIFY OP EXTNS** ALL OPERATIVE EXTNS MUST BE VERIFIED TO ENSURE PERSONNEL DO NOT INCREASE SRB ENTITLEMENTS AS A RESULT OF UNAUTHORIZED EXTNS. REQ ADDL INFO: CITE TERMS, EXECUTIN DATES, NARRATIVE REASONS, AND AUTH FOR ALL OPERATIVE EXTNS IN THE REMARKS TAC OF NEW SRB PRECERT REQ.
315	**VERIFY EAOS** VERIFY EAOS, CMD INPUT DOES NOT MAATCH ENLISTED MASTER FILE (EMF). IF EMF IS IN ERROR, REFER TO PARA 2.
316	**VERIFY INOP EXTNS** VERIFY INOP EXTNS, CMD INPUT DOES NOT MATCH ENLISTED MASTER FILE (EMF). IF EMF IS IN ERROR, REFER TO PARA 2. THE INOP EXTN BLOCKS ARE FOR INOP ETNS ONLY.
317	**VERIFY RATING** VERIFY, CMD INPUT DOES NOT MATCH ENLISTED MASTER FILE (EMF). IF EMF IS IN ERROR, PLEASE REFER TO PARA 2.
318	**VERIFY REENL DATE** VERIFY REENL DATE, CMD INPUT DOES NOT MATCH ENLISTED MASTER FIEL (EMF). IF EMF IS IN ERROR, REFER TO PARA 2.
319	**VERIFY TERM** VERIFY TERM OF REENL/EXTN, CMD INPUT DOES NOT MATCH ENLISTED MASTER FILE (EMF). IF EMF IS IN ERROR, REFER TO PARA 2.
320	**VERIFY DISCH PEBD** VERIFY DISCH PEBD. ADD PERIODS OF SERVICE FROM BLOCKS 12C, 12D, AND 12E FROM THE DD214N, THEN SUBTRACT THE TOTAL PERIOD OF SERVICE FROM THE DISCH DATE IN BLOCK 12B. THIS NETS THE DISCH PEBD USED IN SRB REQUEST (ADD INCLUSIVE DATE). REFER TO DODPM 10101 CONCERNING SERVICE CREDITABLE FOR PAY (DEP AFTER 850101 IS NOT CREDITABLE FOR PAY PURPOSES). FOLLOWING VERIFICATION OF DISCH PEBD, ENSURE CURRENT PEBD IS CORRECT.
321	**VERIFY ADSD** VERIFY ADSD, CMD INPUT DOES NOT MATCH ENLISTED MASTER FILE. IF EMF IS IN ERROR, REFER TO PARA 2.
323	**PCS NOT IN EMF** ENLISTED MASTER FILE (EMF) INDICATES PCS ORDERS ICO SNM NOT YET ASSIGNED. IF CMD IS IN RECEIPT OF ORDERS, RESUB SRB REQ IN ITS ENTIRETY CITING BUPERS TC NUMBER, AUTHORIZED DETACHMENT MONTH, AND ULTDUSTA IN THE REMARKS TAC.
324	**INVALID RATING** RATING/NEC IS NOT ELIGIBLE FOR SRB PER CURENT NAVADMIN.

325	**INVAL TERM (ZONE)** INVALID TERM, REENL MUST EXTEND NEW EAOS INTO A NEW ZONE OF ELIGIBILITY EAQ REF B PARA 3 (D).
326	**NO HOLD NEC** ENLISTED MASTER FILE (EMF) INDICATES SNM DOES NOT HOLD REQUESTED NEC. VERIGY LOCAL RECORDS AND SUBMIT CORRECTIONS AS NECESSARY TO EPMAC CODE 52 AT DSN 363-6729. AFTER VERIFICATION THAT NEC HAS POSTED TO EMF, RESUB SRB PRECERT REQ IN ITS ENTIRELY.
327	**90 DAY RULE** EARLY SUBMISSIONS ARE APPRECIATED BUT CANNOT EXCEED 90 DAYS PRIOR TO SCHEDULED REENL DATE IAW NAVADMIN 066/91 PARA 3.
328	**ERROR** REVIEW OF EMR INDICATES SNM HAS ALREADY RECEIVED SRB FOR THE ZONE REQUESTED. IF THIS PAYMENT WAS IN ERROR, CONTACT DFAS FOR ASSISTANCE.
329	**USN/USNR** EMF INDICATES SNM IS USNR. REC CMD REVIEW ORIG ENLISTMENT CONTRACT TO IDENTIFY TYPE OF USNR CONTRACT SNM IS SERVING ON. PERSONNEL WHO REQUIRE PERS-252 APPROVAL TO REENL USN (IAW MPM 1040300) MUST CITE PERS-252 AUTH DTG IN REMARKS TAC OF NEW PRECERT REQUEST. 2X8 AND 3X8 PERSONNEL DO NOT REQUIRE APPROVAL TO REENL, CITE IF SNM IS IN THE 2X8 OR 3X8 PROGRAM IN THE REMARKS TAC OF NEW PRECERT REQ.
330	**RATE/NEC CORRECTED** FYI: RATE/MEC B;PCL WAS CPRRECTED. REFER TO CURRENT NAVADMIN FOR APPROP SRB RATE/NEC.
331	**EAOS CORRECTED** FYI: EAOS BLOCK WAS CORRECTED TOMATCH THE ENLISTED MASTER FILE (EMF). SRB ENTITLEMENT REMAINED UNCHANGED AND THEREFORE WAS NOT REJECTED TO OUR CMD FOR VERIFICATION.
332	**ENCORE SUBMITTED** FYI: ENSURE ENCORE NOTIFICATION IS SUBMITTED ASAP. ALL FIRST TERM PERSONNEL REQUIRE ENCORE NOTIFICATION.
334	**HOLD FOR FY BUDGET** CONGRESS HAS NOT PASSED THE NEXT FISCAL YEARS DEFENSE AUTHORIZATION. PERS-815 WILL HOLD THIS REQ PENDING BUDGET APPROVAL. DO NOT RESUB PRECERTR REQ UNLESS A BLOCK OF INFO CHANGES. THE PRECERT REQ WILL BE ANSWERED UPON APPROVAL OF THE NEW BUDGET. FURTHER GUIDANCE WIL BE FORTHCOMING IN THE EVENT THE BUDGET IS NOT PASSED IN A TIMELY MANNER.

335	**BCNR OPINION**
	A. SNM HAS LOST TOTAL/PARTIAL SRB ELIG DUE TO NOT REENL ON PRESCRIBED DATE REQUIRED FOR SNM'S PROGRAM. SINCE SNM IS CURRENTLY INELIG FOR AN SRB QUAL REENL AND BECAUSE THE EXPEDITURE OF APPROPRIATED FUNDS IS INVOLVED, THE ONLY LEGAL WAY TO ESTABLISH ENTITLEMENT TO SRB IS TO CORRECT SNMS RECORD THROUGH PETITION OF BCNR. UNFORTUNATELY, CHIEF OF NAVAL PERSONNEL (CNP) CANNOT AUTH A WAIVER.
	B. THE BCNR PROCESS IS A GRANT OF LEGISLATIVE AUTH TO CORRECT RECORDS WHERE INJUSTICES HVE OCCURRED. BCNR ACTION IS NECESSARY BECAUSE COMPTROLLER GENERAL DECISION PRECLUDES PAYMENT OF A BONUS INEXCESS OF THE AMOUNT AUTH BY STATUTE AND REGULATIONS.

Other SRB Screen available
- **I52   SRB Message History**

```
SRB MESSAGE HISTORY  (I52)            04/19/00 13:02:10


                    SSN:
                  NAME:


  IN  TAC    DTG           OUT TAC TYPE    DTG   FORM
  1.                 1.
  2.                 2.
  3.                 3.
  4.                 4.
  5.                 5.


  SRB ZONE:    FINAL STATUS:   SRB DATE:       SRB TYPE:


                  ACKN DTG:
                EED MSG DTG:


 OUT TYPE: A-APPR  W-WAIT  C-CANC    D-DISAP    L-LOST RES  R-REJECT
      0-ERROR      1-ACKN    3-ERR REENL 4-ADD INFO  9-ADD INFO
      5-EXT REJECT   6-EXT DISAP  7-EXT APPR  8-EXT ADDN  K-EXT CANC
      O-OTHER      X-NEED NOT APPLY ACKN



 TO CONTINUE ENTER NEW SSN OF MEMBER
```

- **I53**   **Forman MMPA Screen**

```
FORMAN SRB - MMPA SCREEN (I53)          04/19/00 13:02:50

                        SSN:
                        NAME:

    NAVY ENLISTED SYSTEM (NES)       MASTER MILITARY PAY ACCOUNT (MMPA)

      PEBD: 860522            PEBD:
      ADSD: 860522            ADSD:

SRB CALCULATED ZONE:              CURRENT ZONE:

   GAIN DATE:   8605              GAIN DATE:
   LOSS DATE:                     LOSS DATE:

 CURRENT PAYGRADE:    E6      CURRENT PAYGRADE:
       CED: 971031                CED:
      EAOS: 001030                EAOS:
TOTAL INOP EXTEN:            TOTAL INOP EXTEN:
  EDLN REASON:        CONVERSION OF MMPA ZONE:

PF1-  PF2-   PF3-UZ1 PF4-UZP PF5-   PF6-    PF7-I52  PF8-
NO MMPA RECORD FOUND FOR SSN
ZONE HAS NOT BEEN CALCULATED - GO TO THE UZP TO PROCESS
```

- **I50**   **SRB Inquiry Table:** Use this to find out what the current award level is or past for broken service SRB.

```
        SRB TABLE INQUIRY (I50)          04/19/00  13:03:45

              FISCAL YEAR:          LOGONID:
                RATE/NEC:


    CURRENT CEILING          PREVIOUS CEILING
    DATE    AMOUNT           DATE    AMOUNT


        CURRENT              PREVIOUS
        AWD  EFFECT          AWD  EFFECT     APPROVED        EXECUTED

    ZONE LVL   DATE  LVL  DATE NUMBER  AMOUNT   NUMBER   AMOUNT


    ENTER FISCAL YEAR & RATE/NEC & PRESS ENTER
```

Fleet Reserve/Retirement

Using the form:
Use UNA, UNC and UN4 screens to input data

Using DMRS worksheet:

- **UNA** Update program/Request data screen
- **UNC** Update program /Request data screen
- **UN4** ENCORE update comments screen

```
OPINS FORMAN UPDATE PROGRAM/REQUEST DATA (UNA)        04/19/00 12:56:40

                    SSN:  Enter SSN
                    NAME:  Enter Name


 FORMAN PROGRAM:  Enter "M" (E-FLTRES) Or "P" (E-Retirement)

 REQUESTING UIC:              DTG:

  SCHD PHYSICAL:              CO RECOM ADV:

   OBLISERV:

 CONTACT RELIEF:              RETIREMENT DATE:

    CANCEL REQ:               REASON:

 PLEASE ENTER DESIRED CHANGES AND DEPRESS ENTER.
```

- **UNA** Update program/Request data screen

SSN:	Enter members Social Security Number (Do not use "-")
NAME:	Enter first four (4) characters of Last name
FORMAN PROGRAM:	Block 4 M= Fleet Reserve P=Retirement
REQUESTING UIC:	Enter Your PN's UIC
DTG:	Leave Blank
SCHD PHYSICAL:	Y or N
CO RECOM ADV:	Y or N
OBLISERV:	Y or N
CONTACT RELIEF:	Y or N
RETIREMENT DATE:	YYMMDD
CANCEL REQ:	Y or N (If initial submission leave N for NO)
REASON:	Block 49 (only required if canceling request)

```
OPINS FORMAN UPDATE PROGRAM/REQUEST DATA (UNC)          04/19/00 12:57:36

                              SSN:
                              NAME:


GOOD CONDUCT:  Y or N                    PRT:  NA

SUBSTANCE ABUSE CODE:  Leave Blank       DATES:

MISCONDUCT HISTORY:  Leave Blank         DATES:

USNR:  Y or N                            SEAOS REQD TIME:  Y or N

USN:  Y or N                             TAR:  Y or N

MAT/TWLT/WAVER:  Y or N                  PRIOR SERVICE:  Y or N

HERO BENES REV:  Y or N                  DAYS LEAVE:  999

                                         PERMISSIVE TDY:  020


 PLEASE ENTER DESIRED CHANGES AND DEPRESS ENTER
```

- **UNC**   Updated program/Request data screen

GOOD CONDUCT:	Y or N
SUBSTANCE ABUSE CODE:	Leave Blank
DATES:	Leave Blank
MISCONDUCT HISTORY:	Leave Blank
DATES:	Leave Blank
USNR:	Y or N
SEAOS REQD TIME:	Y or N
USN:	Leave Blank
TAR:	Y or N
MAT/TWLT/WAIVER:	Y or N
PRIOR SERVICE:	Y or N
HERO BENES REV:	Y or N
DAYS LEAVE:	Three digit number (060)
PERMISSIVE TDY:	Three digit number (020)

```
OPINS ENCORE UPDATE COMMENTS (UN4)        04/19/00 12:58:21

                              SSN:
                              NAME:




 CO COMMENTS:     (FOUR LINES AVAILABLE FOR COMMENTS)
    RT YES



PLEASE ENTER DESIRED CHANGES AND DEPRESS ENTER.
```

- **UN4**   ENCORE Update comments screen

    SSN: Already filled
    NAME: Already filled
    CO COMMENTS: Only four (4) lines available for comments first line
                                should read: CO recommends yes: RT YES
                                                CO recommends no: RT NO

- **I36** Message History Screen
- Use this to get the DTG of Fleet Reserve/Retirement Request

```
OPINS FORMAN MESSAGE HISTORY (I36)        04/19/00 12:59:00


                       SSN:
                       NAME:


  IN  TAC     DTG           OUT TAC TYPE    DTG     FORM
  1.                     1.  NG   A   140534ZAPR00
  2.                     2.  NG   O   070722ZAPR00
  3.                     3.  N4   1   270036ZMAR00
  4.                     4.
  5.                     5.


ENCORE:            TERA:
VOL SEP:            RETR: H 000414
VSI:               RESG:            ACKN DTG: 270036ZMAR00
SSB:               PTDR:            PRE SEP DTG:


OUT TYPE: A-APPR  W-WAIT  C-CANC     D-DISAP    L-LOST RES  R-REJECT
     0-ERROR      1-ACKN     3-ERR REENL  4-ADD INFO  9-ADD INFO
     5-EXT REJECT   6-EXT DISAP  7-EXT APPR   8-EXT ADDN   K-EXT CANC
     O-OTHER      X-NEED NOT APPLY ACKN
```

Other Helpful Screens

- **UN5   Extension Request**

```
OPINS FORMAN UPDATE EXTENSION/REQUEST DATA (UN5)      04/19/00 13:01:07

                              SSN:
                             NAME:

      FORMAN PROGRAM:

      REQUESTING UIC:                          DTG:

      EXTENSION REASON:

      MONTHS:

      CO RECOMMENDS:

      CANCEL EXT REQ:


PLEASE ENTER DESIRED CHANGES AND DEPRESS ENTER
```
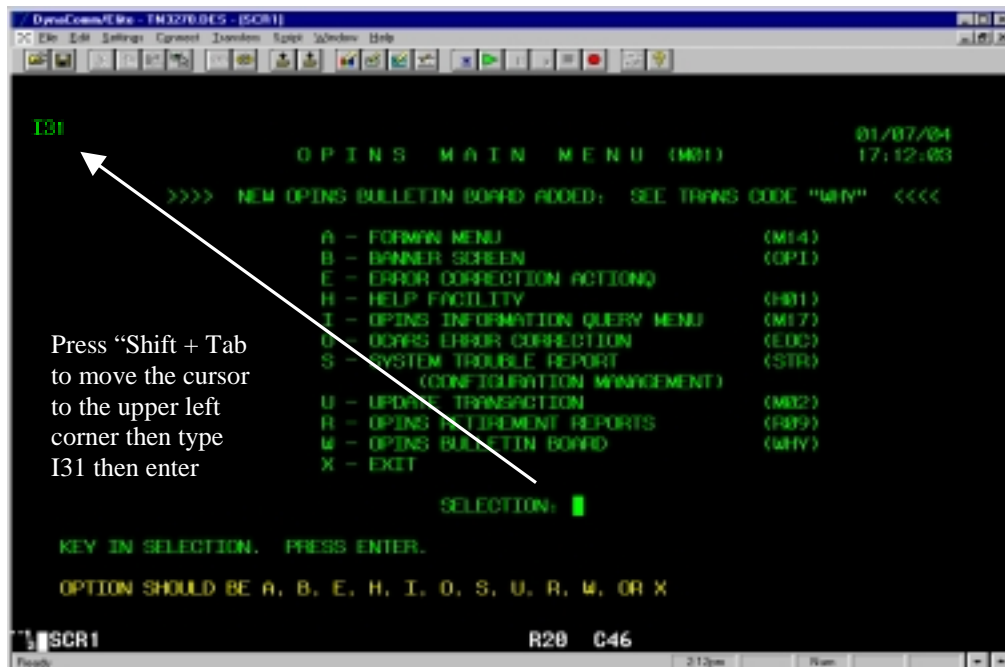
PERFORM TO SERVE (OPINS & LOPG)

OPINS Access

- **Following access to OPINS system, type CC Care at OPINS access screen. Following login & password entry, proceed to OPINS Main Menu screen.**

- **I31 at OPINS Main Menu screen for Enlisted Master Record.**

Press "Shift + Tab to move the cursor to the upper left corner then type I31 then enter

- **I31 Screen input SSN and Enter**

Data from Enlisted Master Record will be displayed.

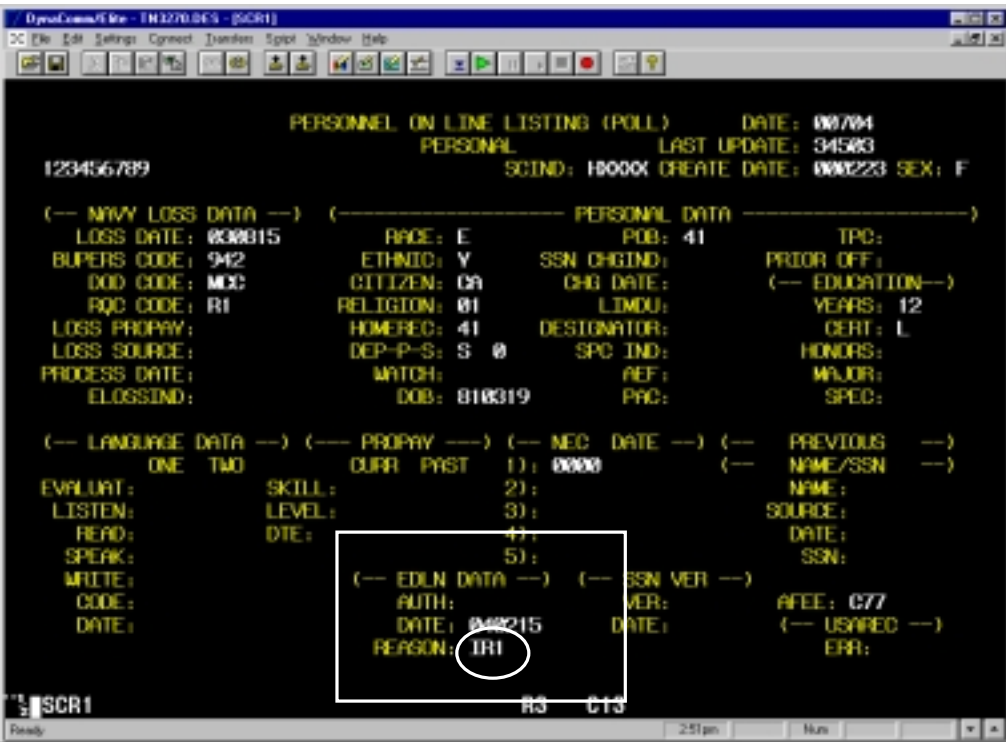The three character code was normally used for HYT/FLT Reserve, is also being used to track PTS

LOPG Access

Upon access to LOPG, enter 3, SSN, and Enter.
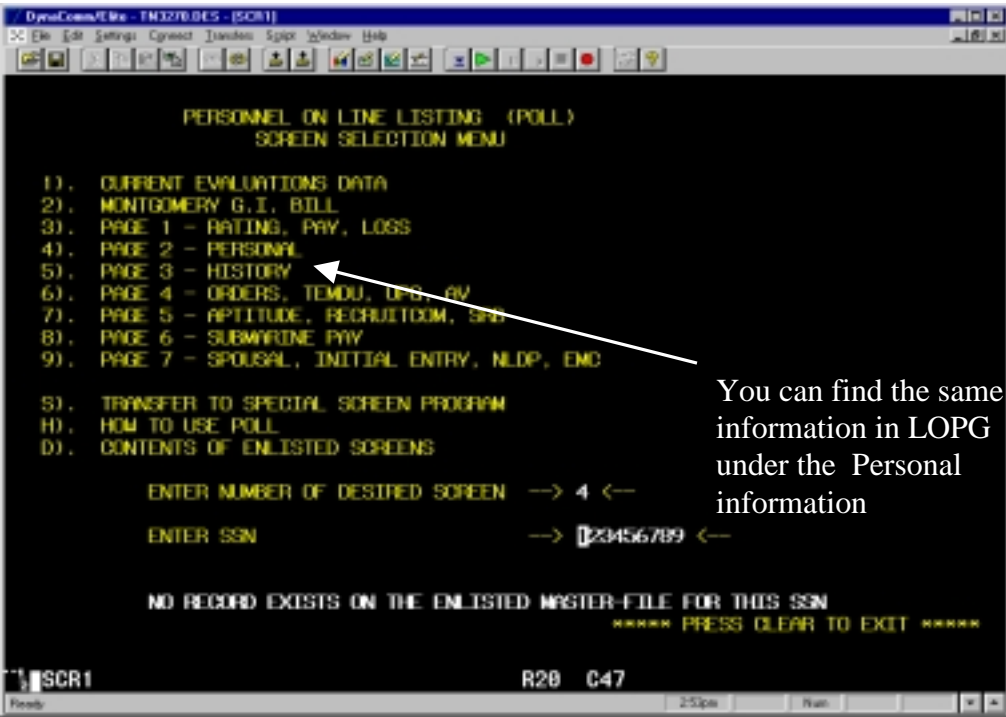
You can find the same information in LOPG under the Personal information

LOPG Personal Data Screen will be displayed. PTS Code will be displayed in EDLN Data.

Perform to Serve OPINS/LOPG Codes:

IR1 Authorized to reenlist in rating decided on their first look
IR2 Authorized to reenlist in rating decided on their second look
IR3 Authorized to reenlist in rating decided on their third look
IR4 Authorized to reenlist in rating decided on their fourth look
IR5 Authorized to reenlist in rating decided on their fifth look
IR6 Authorized to reenlist in rating decided on their sixth look

CV1 Authorized to reenlist provided they change rating, decided on their first look
CV2 Authorized to reenlist provided they change rating, decided on their second look
CV3 " third look
CV4   " forth look
CV5 " fifth look
CV6 " sixth look

RO1 Not approved to reenlist at this time on first look, PTS application rolled over to next month
RO2 Not approved to reenlist at this time on second look, PTS application rolled over to next month
RO3 "third look"
RO4 "fourth look"
RO5 "fifth look"
RO6 Would not apply. Member would either be told to convert, separate or GENDET reapply

SP1 Told to separate on first look. (Probably wouldn't happen unless member's application was submitted 7 months prior to EAOS and didn't make the quality cut.)
SP2 Told to separate on second look. (Probably wouldn't happen unless member's application was submitted 8 months prior to EAOS.)
SP3 Told to separate on third look. (Probably wouldn't happen unless member's application was submitted 9 months prior to EAOS.)
SP4 " fourth look. " 10 months prior"
SP5 " fifth look. " 11 months prior"
SP6 Told to separate on sixth look. (Will be most common SPX code.)

GDR GENDET reapply. GENDET who has received max number of looks (6), wasn't approved to reenlist ("A" school) or told to separate. Their CO now has the authority to execute a 12 month extension allowing member to continue striking for a rating. Must submit new PTS application at 12 months prior to their new EAOS as extended (which will be the same month as their old EAOS.)

EXIT PROCEDURES FROM OPINS

Type: X, press "ENTER"
Type: LOGOFF, press "ENTER"
The following screen will appear.
Type: "F3", wait for exit prompt
Type: "1", press "ENTER"

```
Actions  Options  Commands  Features  Help
---------------------------------------------------------------------
KLSVSEL1            CL/SUPERSESSION        Main Menu         More:

Select sessions with a "/" or an action code.

  Session ID    Description                        Type     Status
  ----------    ------------------------------     -------- ------------
  HELPDKT2    Helpdesk/Monitor                     Multi
  ACNCIP01    P2 DOMAIN    - Clev Prod CICS Rg     Multi
  ACNTSP01    P2 DOMAIN    - TSO                    Multi
  ACNCIP17    P2 DOMAIN    - NAVY PROD EAIS CI      Multi
  ACNCIP27    P2 DOMAIN    - NAVY PROD CONTROL Multi
  SSMENU      JACKSONVILLE/SAN ANTONIO MENU Multi
```

FORMAN ENLISTED MASTER FILE INSTRUCTIONS

1. Launch qws3270
2. Follow logon instructions as listed in OPINS access section above.
3. **When you reach step #9 type "LOPG" instead of "OPINS"**
4. Press enter

- Enlisted Master File Menu Page

```
PERSONNEL ON LINE LISTING  (POLL)
          SCREEN SELECTION MENU

 1).  CURRENT EVALUATIONS DATA
 2).  MONTGOMERY G.I. BILL
 3).  PAGE 1 - RATING, PAY, LOSS
 4).  PAGE 2 - PERSONAL
 5).  PAGE 3 - HISTORY
 6).  PAGE 4 - ORDERS, TEMDU, UPG, AV
 7).  PAGE 5 - APTITUDE, RECRUITCOM, SRB
 8).  PAGE 6 - SUBMARINE PAY
 9).  PAGE 7 - SPOUSAL, INITIAL ENTRY, NLDP, EMC

 S).  TRANSFER TO SPECIAL SCREEN PROGRAM
 H).  HOW TO USE POLL
 D).  CONTENTS OF ENLISTED SCREENS

       ENTER NUMBER OF DESIRED SCREEN  -->  <--

       ENTER SSN                        -->           <--

                 ***** PRESS CLEAR TO EXIT *****
```

EXIT PROCEDURES FROM ENLISTED MASTER FILE(LOPG)

Press the "CLEAR" button at the TOP of the window.
Type: LOGOFF, press "ENTER"
The following screen will appear.
Type: "F3", wait for exit prompt
Type: "1", press "ENTER"

FORMAN MILITARY LOCATOR INSTRUCTIONS

1. Launch qws3270
2. Follow logon instructions as listed in OPINS access section above.
3. **When you reach step #9 type "GLQ4" instead of "OPINS"**
4. Press enter

- MLS MAIN PAGE

```
MILITARY       LOCATOR       SYSTEM

MMMM      MMMM  LLL          SSSSSSSSSS    //     4444
MMMMM MMMMM  LLL          SSS           //    444 444
MMM MMMM MMM  LLL          SSSSSSSSSS    //   444   444
MMM  MM     MMM  LLLLLLLLLL         SSS       //  44444444444
MMM         MMM  LLLLLLLLLL  SSSSSSSSSS    //        444

              RELEASE 4

           IMPORTANT

       THIS DATABASE  CONTAINS  SENSITIVE  UICS
       AND PRIVACY ACT  DATA -- INFORMATION  ON
       THESE WILL BE FLAGGED AND SHOULD BE USED
       FOR OFFICIAL  U.S.  NAVY  PURPOSES ONLY.

       ENTER=BEGIN              PF12=END
```

- **Press "ENTER"**

- **MLS Menu Page**

```
-------------------------------------------------------------------------------
PROGRAM  : GLGL2AP                          DATE: 00/04/19
SCREEN NO.: GLGL2AM                         TIME:  13:08:32


       M I L I T A R Y   L O C A T O R   S Y S T E M

              M A I N   M E N U


   OPTION ==> ( )       _ 1.  SSN  QUERY
                        _ 2.  NAME QUERY
                        _ 3.  UIC  QUERY
                        _ 4.  CURRENT DUTY
                        _ 5.  ULTIMATE DUTY
                        _ 6.  TEMPORARY DUTY
                        _ 7.  EXIT


      PLEASE ENTER OPTION OR USE THE PF12 KEY TO TERMINATE.
-------------------------------------------------------------------------------
PF1=HELP    PF3=EXIT    PF12=CANCEL
```

EXIT PROCEDURES FROM MLS

Type: "F3"
Type: LOGOFF, press "ENTER"
The following screen will appear.
Type: "F3", wait for exit prompt
Type: "1", press "ENTER"

Fleet Reserve/Retirement Feeder

UNA		
SSN	Enter Members Social Security Number (no " - ")	
NAME	Enter First Four (4) characters of Last Name	
FORMAN PROGRAM	M = Fleet Reserve / P = Retirement	
REQUESTING UIC	Enter your PN's UIC	
DTG	Leave Blank	
SCHED PHYSICAL	Y or N	
CO RECOM ADV	Y or N	
OBLISERV	Y or N	
CONTACT RELIEF	Y or N	
RETIREMENT DATE	YYMMDD	
CANCEL REQ	Y or N (IF INITIAL submission leave N for NO)	
REASON	Block 49 (only required if cancelling request)	

UNC		
GOOD CONDUCT	Y or N	
SUBSTANCE ABUSE CODE	Leave Blank	
DATES	Leave Blank	
MISCONDUCT HISTORY	Leave Blank	
DATES	Leave Blank	
USNR	Y or N	
SEAOS REQD TIME	Signify if the members EAOS us before the Fleet Reserve or Retirement date and the member has executed an extension Y or N	
USN	Leave Blank	
TAR	Y or N	
MAT/TWLT WAIVER	If member requires a Minimum Activity Tour (MAT) waiver or Twilight Tour (TWL) waiver Y or N	
PRIOR SERVICE	Y or N	
HERO BENES REVIEW	Y or N	
(*) DAYS LEAVE	Three Digit Number (060)	
(*) DAYS PERMISSIVE TDY	Three Digit Number (020)	

 (*) PTDY should be automatically 020 days for house/job hunting. Request it anyway even if member doesn't want it to start out with. Member may want it by the time they prepare to get out. LEAVE/PTDY cannot exceed 100 days. Has to be equal to or less than 100 days! Find out haw many days of the member wishes to take.

UN4		
CO COMMENTS	Only four (4) lines available for comments. First line should read CO recommends YES (RT YES) or CO recommends NO (RT NO)	

Command Career Counselor	Command	Phone

PSD USE ONLY	
Date Received: _____	(I36) ACKN DTG: _____

OPINS ~ SELECTIVE REENLISTMENT BONUS (SRB) INPUT FEEDER

UZ1 (SRB Data Screen)	
Members SSN	
Name (Enter First Four Letters of Last Name)	
Type of Request	
FORMAN PROGRAM	**Leave Blank**
DTG:	**Leave Blank**
Requesting UIC	
Reenlistment Date (Enter date of Reenlistment YYMMDD)	
Reenlistment Term (Enter Length of Reenlistment in Months ~ MM)	
Rate/NEC (Enter Rate or NEC SNM is Reenlisting for)	
CONSUB/NUC INOP Extension (Enter any CONSUB/NUC Inoperative Extension)	
Separation Paygrade (Enter members "ACTUAL" paygrade ~ not "FROCKED")	
OTH INOP EXT (Enter any Inoperative Extension)	
Conversion Approved	**Leave Blank**
Conversion Approval DTG	**Leave Blank**
CED	**Leave Blank**
Cancel SRB Request (If initial Submission, Leave N for NO)	
UZ4 (SRB Updates Screen)	
SSN	**Already filled in**
Name	**Already filled in**
CO Comments:	
Extensions: Include length, narrative reason, authority, execution date (Operative if currently on active extension)	
ENCORE (Include DTG of ENCORE approval.	
Early Reenlistment (If Reenlisting to OBLISERV for PCS orders include TC Number)	
I51 (SRB Inquiry Screen)	

305 ~ NO HOLD NUC/NEC
306 ~ PCS Orders
307 ~ OUTSIDE WINDOW
309 ~ Passing through Zone
310 ~ HYT
312 ~ Closed Loop NEC
313 ~ ERRON Conversion Date (Erronious Conversion Date on MMPA)
314 ~ VERIFY OP EXTNS
315 ~ VERIFY EAOS
316 ~ VERIFY INOP EXTNS
317 ~ VERIFY Rating
318 ~ VERIFY REENL DATE
319 ~ VERIFY TERM
320 ~ VERFIY DISCH PEBD
321 ~ VERIFY ADSD
323 ~ PCS NOT IN EMF
324 ~ INVALID RATING
325 ~ INVALID TERM (ZONE)
326 ~ NO HOLD NEC
327 ~ 90 DAY RULE
328 ~ ERROR
329 ~ UNS/USNR
330 ~ RATE/NEC CORRECTED
331 ~ EAOS CORRECTED
332 ~ ENCORE SUBMITTED
334 ~ HOLD FOR FY BUDGET
335 BCNR OPINION

I52 ~ SRB Message History
I53 ~ FORMAN MMPA Screen
I50 ~ SRB Inquiry Table

EXTENSIONS:

The following information is required for any and ALL extensions whether it has gone operative or not.

LENGTH OF EXT	NARRATIVE REASON	AUTHORITY	EXECUTION DATE	OPERATIVE DATE (IF APPLICABLE)
EXT #1:				
EXT #2:				
EXT #3:				

OTHER: 1. If member is reenlisting to obligate service for PCS orders with an EAOS outside the fiscal year of of transfer the TC number from the orders is necessary. TC number:_____.